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FISCAL
PROCEDURES

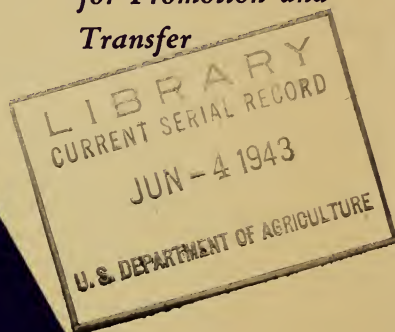
— 1943 —

Summer Program

GENERAL
ADMINISTRATION

*Including War Training
Based on Opportunities
for Promotion and
Transfer*

PERSONNEL
ADMINISTRATION



TRANSPORTATION
AND TRAFFIC

STATISTICS

MACHINE
OPERATION

Beginning
May 31 - June 5

TYPING AND
SHORTHAND

LANGUAGE AIDS

GRADUATE SCHOOL

METEOROLOGY

United States Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL

WASHINGTON

1943

ADMINISTRATION

GENERAL ADMINISTRATION BOARD

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INEZ M. ABRAHMS and EDITH E. DINGER, Office
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1943

Summer Program

Beginning May 31-June 5

REGISTRATION AND FEES

Register at once. Registration must be made *in person* at the Graduate School Office, Room 1031, South Building, Department of Agriculture, 14th and Independence Avenue, S.W.

Fees are listed with each course. Methods of payment, refund policy (refunds will not be granted after June 12), and related procedures are the same as for regular sessions. Consult Bulletin of Information and Courses in the Graduate School Office.

OFFICE HOURS

From May 24-28 inclusive, the office will be open 8:40 A.M.-8 P.M. Regular office hours are 8:40 A.M.-6:20 P.M. (Saturdays 8:40 A.M.-1 P.M.)

During July and August, office hours will be 8:40 A.M.-5:30 P.M. (Saturdays 8:40 A.M.-1 P.M.)

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Fall semester begins September 27, 1943. The bulletin describing fall courses will be available about August 15. Persons desiring a copy should fill in and return to the Graduate School the form on page 11.

UNITED STATES DEPARTMENT OF AGRICULTURE

GRADUATE SCHOOL

WASHINGTON, D. C.

MAY, 1943

DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL

Summer Program

BEGINNING MAY 31-JUNE 5, 1943

Most summer courses will last for eight weeks, with the number of hours equal to that of a regular semester. This is done so that the increased competence of students will be available that much earlier. A few courses which do not lend themselves to the increased frequency of meeting will last for fifteen weeks.

War Training Courses (Starred—*) constitute the majority of the courses. Many are repetitions of the war training courses which began in April and to which the School, because its instructional and space facilities were quickly taxed to capacity, was unable to admit several hundred persons.

The Federal Government is critically in need of competent personnel in many occupational fields. Qualified candidates are so scarce that training, upgrading, and conversion of persons already in the Government service seem to offer the most effective solutions. To aid both the Government and qualified employees, the Graduate School again offers war training courses designed to meet some of the most critical needs.

Please note carefully these facts about the war training courses:

1. They were selected on the basis of information supplied by the U. S. Civil Service Commission and Federal recruitment and placement officers, particularly in the Department of Agriculture.
2. The names of all students who successfully complete the courses will be sent to the Civil Service Commission for use at its discretion in the transfer program.
3. Referring to positions of this kind, the Civil Service Commission's Transfer Circulars say: "Employees may be transferred to any of these positions for which they are qualified if the change would result in a more effective contribution to the war program."
4. Each course is specially designed to train for a particular position, or a series of positions, as announced in the course description.
5. All instruction is after official hours, on a self-sustaining basis, without support from Federal funds; hence the small fees for operating costs.
6. These war training courses are intended for persons already in the Federal service. All qualifications are stated accordingly. Although other persons are not necessarily excluded, the transfer privileges do not apply to them and the qualification statements are often not applicable.
7. Persons who do not meet the stated prerequisites or qualifications should not apply for registration. Exceptions obviously would not be in the student's interest.
8. The Graduate School does not perform a placement function. It has no "inside" connection. It cannot and does not promise employment. It simply points out certain unusual opportunities, supplies training for them, and makes the resulting list of qualified personnel available to the Civil Service Commission. The rest must be done by the Commission, or the employee's own agency, and by the student himself.

FISCAL PROCEDURES

*L-2. FEDERAL AUDITING PROCEDURE (8 weeks)

Section I—M-W 6-8 *beginning* May 31. \$12.

CAREY G. CRUIKSHANK

Section II—M-W 6-8 *beginning* May 31. \$12.

FRED J. KYTTLE

Section III—M-W 8-10 *beginning* May 31. \$12.

CAREY G. CRUIKSHANK

The Job: This course is intended for persons who wish to become Auditing Clerks, CAF-4 and CAF-5. Successful completion of this course is sufficient to qualify.

The Course: It includes explanations of, discussions on, and practice work with the most important types of government vouchers and covers certain related procedures and documents. The manual used outlines in detail the various procedures. The course covers general basic principles and definitions of terms; use of standard forms involved; General Accounting Office exceptions, and preparation of replies thereto; administrative suspensions and disallowances; application of statutes, regulations and the Comptroller General's decisions to auditing; special correspondence required in connection with such work; claims and adjustments; purchase order procedures; tax exemption; letters of authorization and travel authority; per diem allowances and computations; methods of travel; and the actual audit of Standard Form 1012 "Reimbursement" vouchers and Standard Form 1034 "Purchase" vouchers.

*L-2. FEDERAL ACCOUNTING PROCEDURE (8 weeks)

Section I—M-W 6-8 *beginning* May 31. \$12.

WILLIAM D. PATRICK

Section II—W-F 6-8 *beginning* June 2. \$12.

LESTER C. FRANK

The Job: This course is intended for persons who wish to become Accounting Clerks, CAF-3 and CAF-4.

The Course: It embraces explanation of, discussion on, and practice work with the basic ledgers (allotment ledger, objective classification ledger, and general ledger) maintained in connection with funds made available to Federal agencies. Appropriation, apportionment, allotment, disbursement, collection, and reporting processes will be discussed and the relationship between administrative accounts and the accounts kept by the Treasury Department and the General Accounting Office explained.

GENERAL ADMINISTRATION

*L-2. ADMINISTRATIVE PROCEDURE (A) (8 weeks)

Section I—M-F 6-8 *beginning* May 31. \$12.

ROLIN J. DOWNIE

Section II—M-Th 6-8 *beginning* May 31. \$12.

ROBERT J. SCHUBACH

Section III—Tu-F 6-8 *beginning* June 1. \$12.

THOMAS J. HICKEY

Section IV—Tu-Th 8-10 *beginning* June 1. \$12.

DR. JAY B. WESTCOTT

The Job: This course is intended for persons who wish to become Head Clerks, etc., CAF-5 and CAF-6 and who wish to organize their knowledge and experience.

The Course: It deals with the practical aspects of the day-to-day operations of the chief clerk. Emphasis is placed upon matters for which the chief clerk ordinarily is responsible, such as the preparation of budget data, procedural planning, travel, purchasing of equipment and supplies, space allotment and control, personnel actions, the orientation and assignment of new employees, and supervision. The relationship of these functions to the specialized services offered by the central personnel, budget, and general service units are also discussed.

*U-2. ADMINISTRATIVE PROCEDURE (B) (8 weeks)

Section I—M-Tu 6-8 *beginning* May 31. \$12.

MARCUS J. GORDON

Section II—W-Th 8-10 *beginning* June 2. \$12.

PHILLIP T. THORSON

The Job: This course is intended for persons who wish to become Administrative Assistants, CAF-7 to CAF-9, and who wish to organize their knowledge and experience in this field with that in view.

The Course: It is similar to that outlined above; however, planning, procedure, relationships, judgments and analysis of the factors involved, including the case problems treated, are pitched at a higher level.

Prerequisite: Persons admitted to this course must have taken the course in Administrative Procedure (A) or its equivalent, or must have at least a CAF-5 classification with progressive experience which plainly indicates the possession of adequate background for this course.

PERSONNEL ADMINISTRATION

U-2. INTRODUCTION TO FEDERAL PERSONNEL ADMINISTRATION

M-W 6-8 *beginning* May 31. \$12. (8 weeks)

EDWARD N. TISDALE

This course deals with personnel problems which arise when people are associated together in a work situation. It is designed to acquaint the student with basic personnel policies and practices which have been found necessary and useful in coping with these problems. Trends in public personnel administration and its relationship to over-all management will be discussed. A high proportion of men in the field of personnel administration are of age subject to call. To fill positions held by those who have joined or will join the armed forces, increasing use of women and the use of men and women "converted" from related fields will be necessary. For these, this course and those listed below will be most valuable. It will also be helpful to supervisors and administrators who desire a broad understanding of personnel administration, and to students who need foundation for the more specialized courses in the personnel field.

G-2. FEDERAL PERSONNEL ADMINISTRATION (8 weeks)

Tu-Th 6-8 *beginning* June 1. \$14.

ARTHUR B. MCLEAN

This course deals with the same content and type of problems covered in the course listed above but is pitched at a higher level particularly with reference to the case situations discussed and analyzed. It is for persons who now hold positions of responsibility in the field of personnel administration.

L-2. FEDERAL PERSONNEL PROCEDURE

VERNA C. MOHAGEN

W-F 6-7:30 *beginning* June 2. \$12. (8 weeks)

This course deals with the regulations, details, and paper work involved in processing such personnel actions as: requests for certification; appointments, changes in status, reinstatements, and transfers under War Service Regulations; recommendations for classification under the Ramspeck Act and Executive Orders; within-grade salary advancements under the Mead-Ramspeck Act and Executive Orders; demotions and removals due to "Fair" and "Unsatisfactory" efficiency ratings; preparation of separation registers; preparation of efficiency ratings; and leave accounting.

U-2. FEDERAL POSITION CLASSIFICATION

RICHARD W. COOPER

Tu-F 6-8 *beginning* June 1. \$12. (8 weeks)

This is an introductory course designed to give the student an understanding of the fundamental concepts of position classification and its uses; the relation of classification to compensation and other phases of personnel administration; the historical background of position classification in the Federal Service; an analysis of the Classification Act of 1923 and its amendments and its relation to other personnel processes; position analysis and factors to be considered in the allocation of positions.

Prerequisite: 60 semester hours of college work or consent of the instructor.

GU-2. ADVANCED FEDERAL POSITION CLASSIFICATION (8 weeks)

M-W 6-8 *beginning* May 31. \$14.

JAMES L. BUCKLEY and JOSEPH P. FINDLAY

A detailed study of Federal position classification based primarily on specific cases. Emphasis will be placed on factors which enter into allocation of positions and the application of such factors in actual and hypothetical classification situations.

Prerequisite: Federal Position Classification or technical classification experience.

TRANSPORTATION AND TRAFFIC

*U-3 or 4. FREIGHT RATES

DR. G. LLOYD WILSON and VICTOR I. GRUBER

M-W 6-9 *beginning* May 31. \$18. (8 weeks)

The Job: This course is intended for persons who wish to become Freight Rate Clerks, CAF-4 to CAF-7.

The Course: It is designed to outline the principles and practices of carriers in domestic interstate commerce in freight rate-making for those engaged in transportation rates and regulated traffic work with Government agencies. It will include freight traffic territories of the United States, classification, operation, and traffic association; economic principles of freight rate-making and railroad rate-making procedure; freight tariff publication; freight rate structures of the chief traffic territories; transcontinental freight rate structure, and import and export rates; domestic water transportation freight rates; railway express rates and freight forwarder rates.

For persons who wish broader instruction—including air express rates, motor freight classification and rate-making, petroleum pipe line rates, and Government land-grant rate principles and practices—the course will continue for 15 additional hours beyond the 8-week program described above. The fee for the extra period will be \$6.

Prerequisite: For positions above \$1800 some experience in this type of work will be required in addition to the course, including experience in the use of general freight tariff files, either in the quotation of rates or the auditing of freight accounts, bills, fares, or charges.

STATISTICS

*U-3. SURVEY OF STATISTICS (Section I) DR. BENJAMIN J. TEPPING

Tu-Th 6:30-9:30 beginning June 1. \$18. (8 weeks)

The Job: This course is intended for persons who wish to become Junior Statisticians, P-1.

The Course: An elementary survey of statistical methods with emphasis on the fundamentals of statistical inference. Attention will be given to processing and interpreting data from large-scale statistical operations. Significance and reliability of statistical predictions. The notion of statistical stability. Summarizing data by tabulations and by statistical measures. Computations and interpretations of statistical functions such as means, modes, medians, standard errors, and correlations. The method of least squares.

Prerequisite (based on qualification for Junior Statistician): Completion of three-fourths of the requirement for a bachelor's degree in any major field (preferably in the social sciences) in any college or university of recognized standing. Progressive experience and statistical analysis may be substituted for part of the educational requirement.

*L-3. SURVEY OF STATISTICS (Section II) JOSEPH STEINBERG

Th-7-10 beginning June 3. \$18. (15 weeks)

The Job: This course is intended for persons who wish to become Statistical Clerks, CAF-3 and CAF-4.

The Course: It covers the statistical treatment of data in the fields of economics, sociology, and business. Algebra will be reviewed as required. Operations with symbols. Summarizing data by tabulation and by statistical measures. Breaking data into subseries; significance, and the reliability of statistical predictions. The Shewhart control charts. Randomness. Computations and interpretation of statistical functions such as means, median, mode, moments, correlation. Business indexes. Trend analysis and curve fitting. Graphic analysis. Lectures and supervised instruction in calculations and table making. Short cuts by the use of charts, multiplication tables, logarithms, slide rule, and other devices.

Prerequisite: High school algebra.

MACHINE OPERATION

*N-0. MULTILITH PRESS OPERATION NORMAN W. HARBIN

Tu-Th 6:30-9:30 beginning June 1. \$10.

When practice machine operation begins, other days and hours may be arranged, extending over whatever time is necessary to complete 80 hours of instruction. Enrollment limited to 15.

The Job: This course is intended for persons who wish to become Multilith Press Operators, CAF-2. Successful completion of this course is sufficient to qualify. In fact, persons enrolled in the course are eligible for provisional appointment, the full appointment to become effective when the student has successfully completed the course.

The Course: The theory and practice of offset duplicating processes, as related to machine operations. Instruction in the operation of, and adjustments on, the Multilith and Davidson presses. Fifty hours of actual operation under genuine job conditions.

***N-0. PHOTOSTAT OPERATION**

ELBRIDGE C. PURDY

Tu-Th 6-8:30 beginning June 1. \$10.

If students later agree to meeting more often, the 80 hours of required instruction and practice may be completed in considerably less than the 16 weeks contemplated under the schedule as announced above. Enrollment limited to 15.

The Job: This course is intended for persons who wish to become Senior Photostat Operators, CAF-2. Successful completion of this course is sufficient to qualify.

The Course: The theory and practice of processing photostats, as related to machine operations. Instruction in the operation of, and adjustments on, various types of machines, including Photostat and Rectograph machines, both automatic and dark-room. Fifty hours of actual operation.

***N-0. PUNCH CARD TABULATION PROCEDURES**

Tu 6:30-8:30 beginning June 1. \$9. (15 weeks)

JAMES L. McPHERSON

The Job: This course is intended for persons with one year's experience who wish to become Tabulating Machine Supervisors.

The Course: The uses and functions of various types of tabulating equipment—card punch machines, sorters, counting sorters, gang punches, collators, reproducers, printing tabulators, Census unit tabulators. Training and supervision of personnel. Design of tabulation procedures, with special emphasis on checks and controls for accuracy and economy. Adjustment of machine sheets for rejected cards. Testing machines for accuracy. Computation of the costs of various operations. Several different kinds of equipment will be studied, and the student will have actual practice on the machines. Some of the meetings of the class will be held in the Census Building at Suitland.

TYPING AND SHORTHAND

***N-0. BEGINNING TYPEWRITING (15 weeks)**

LUCILE G. MO

Tu-F 6:30-8:30 beginning June 1. \$18. Registration limited to 20.

The Job: This course is intended for persons who wish to become Senior Typists or Junior Clerk-Typists, CAF-2.

The Course: Instruction and practice sufficient to develop accurate typewriting speed equal to or in excess of the minimum requirements of the Government. The operation of the keyboard, proper care of the typewriter, letter arrangement, typing of forms and tables.

***N-0. BEGINNING GREGG (FUNCTIONAL)**

DR. MARION M. LAMB

Section I—M-Tu-Th 6-7 beginning May 31. \$18. (16 weeks)

Section II—M-Tu-Th 7-8 beginning May 31. \$18.

The Course: It is organized and taught on the basis of standards which should enable the completing student to read at a speed of 100 words a minute and write at from 80 to 100 words a minute. It will cover the complete system of Gregg shorthand by use of the functional method. It will cover eighty lessons. This is a course for persons who are genuinely and seriously interested in learning shorthand quickly and effectively. It is limited to Federal employees who have a working knowledge of typing.

***N-0. INTERMEDIATE GREGG (FUNCTIONAL)**

ARTHUR S. PATRICK

Section I—M-Tu-Th 6-7 *beginning* May 31. \$18. (16 weeks)
Section II—M-Tu-Th 7-8 *beginning* May 31. \$18.

The Course: It is intended for those who have completed the principles of Gregg shorthand and wish to develop speed in taking dictation. It may well serve as a review or refresher course for those who have not used shorthand recently and wish to reacquaint themselves with principles and to develop some facility in writing. Dictation speeds of from 80 to 120 words per minute will be developed.

The Jobs: The shorthand courses are intended for persons who wish to become Junior Stenographers or Junior Clerk-Stenographers, CAF-2, or Senior Stenographers or Assistant Clerk-Stenographers, CAF-3.

LANGUAGE AIDS

L-2. CHINESE (Second Semester)

DR. I-MIEN TSIANG

Tu-Th 6-8 *beginning* June 1. \$12. (8 weeks)

Continuation of the instruction in the fundamentals of the Chinese language (Mandarin), elements of grammar, reading and writing of Chinese characters, and simple conversation.

L-3. ELEMENTARY ITALIAN (First Semester)

MARIO MAIOLATESI

M-W 6-9 *beginning* May 31. \$18. (8 weeks)

A foundation course. Drill in pronunciation and elements of the language. Emphasis is placed on reading, composition and conversation. The course is taught in Italian; English is used rarely. The objective is to prepare the student to speak Italian correctly.

L-3. ELEMENTARY ITALIAN (Second Semester)

MARIO MAIOLATESI

Tu-Th 6-9 *beginning* June 1. \$18. (8 weeks)

Continuation of first semester work.

L-2. FIRST SEMESTER SPANISH (8 weeks)

Section I—M-W 6-8 *beginning* May 31. \$12.

DR. MANUEL DE J. SAINZ

Section II—Tu-Th 6-8 *beginning* June 1. \$12.

RUBERTA M. OLDS

Pronunciation, the use of idioms, building vocabulary, elements of grammar, simple conversation, and reading.

L-2. SECOND SEMESTER SPANISH (8 weeks)

Section I—M-W 6-8 *beginning* May 31. \$12.

OLIVIA RUSSELL

Section II—Tu-Th 6-8 *beginning* June 1. \$12.

DR. MANUEL DE J. SAINZ

Continuation of first semester work.

L-2. THIRD SEMESTER SPANISH

RUBERTA M. OLDS

M-W 6-8 *beginning* May 31. \$12. (8 weeks)

Short grammar review with practice in translations in Spanish and English, some free composition, conversation, intensive and extensive reading.

L-3. FOURTH SEMESTER SPANISH

DR. MADALINE W. NICHOLS

M-W 6-8 *beginning* May 31. \$12. (8 weeks)

Continuation of third semester work.

L-3. ELEMENTARY RUSSIAN (Second Semester)

GEORGE M. SAHAROV

Tu-Th 6-9 *beginning* June 1. \$18. (8 weeks)

Continuation of first semester work in fundamentals of Russian grammar. Written and oral exercises. Usage of elementary Russian conversational phrases. Special emphasis is placed on correctness of pronunciation.

U-2. ADVANCED PUBLIC SPEAKING
Tu-Th 6-8 *beginning* June 1. \$12. (8 weeks)

HESTER BEALL PROVENSEN

A speech course centering around discussion of post war problems with ample opportunity for speaking experience. Through guest lecturers, directed outside reading and participation in discussion, students will acquire the knowledge, poise and confidence essential to effective speaking.

N-0. PERSONAL DEVELOPMENT
M-W 6-8 *beginning* May 31. \$12. (8 weeks)

HESTER BEALL PROVENSEN

Discovery and development of the potentialities of each student. Poise, confidence, appearance, make-up, dress and color sense, art of conversation, cultivation of wider range of interest, and curiosity. Actual social situations created and discussed. Conferences, guest speakers.

METEOROLOGY

U-2. PHYSICAL AND SYNOPTIC METEOROLOGY (8 weeks)
M-W 6-8 *beginning* May 31. \$12.

ALEXANDER L. SHANDS

This is the second half of the course. Among the topics covered will be: general circulation, air masses and fronts, cyclones and anticyclones, hurricanes, weather forecasting.

Prerequisite: First half of this course or permission of the instructor.



FACULTY

- JAMES L. BUCKLEY, LL.B., Georgetown. Assistant Director of Personnel, Department of Agriculture. (Personnel Administration)
RICHARD W. COOPER, A.B., Washington; M.A., California. Personnel Officer, War Manpower Commission. (General Administration)
CAREY G. CRUIKSHANK, A.B., King. Fiscal Officer, Office of Scientific Research and Development, Office for Emergency Management. (Fiscal Procedures)
ROLIN J. DOWNIE, A.B., Chicago. Senior Administrative Assistant, Budget and Finance, Department of Agriculture. (General Administration)
JOSEPH P. FINDLAY, A.B., George Washington. Assistant to the Director of Personnel, Department of Agriculture. (Personnel Administration)
LESTER C. FRANK, B.C.S., M.C.S., Benjamin Franklin. Chief, Accounts Section and Assistant Treasurer of the Office of Coordinator of Inter-American Affairs. (Fiscal Procedures)
MARCUS J. GORDON, B.E., Minnesota; graduate work, School of Public Administration, Minnesota. Assistant Deputy Director, Food Distribution Administration, Department of Agriculture. (General Administration)
VICTOR I. GRUBER. Senior Rate Analyst, Office of Defense Transportation. Formerly, Chief, Tariff Division, Reading Company. (Transportation and Traffic)
NORMAN W. HARBIN. Senior Supervisor, Multilith Unit, Office of Information, Department of Agriculture. (Machine Operation)
THOMAS J. HICKEY, LL.B., LL.M., Columbus. Chief, Civilian Program Section, Budget Division, Food Distribution Administration. (General Administration)
FRED J. KYTTLE. Administrative Officer, Audit Division, Food Distribution Administration, Department of Agriculture. (Fiscal Procedures)
MARION M. LAMB, A.B., Wilson; B.S., Carnegie Institute of Technology; M.A., Ed.D., New York. Associate Training Specialist, War Department. (Shorthand)
MARIO MAIOLATESI, LL.B., LL.M., Catholic. Economist and Analyst, Foreign Funds Control, Treasury Department. (Language Aids)
ARTHUR B. McLEAN, A.B., M.A., Alabama; Graduate Study, North Carolina and American. Director of Personnel, Federal Security Agency. (Personnel Administration)
JAMES L. McPHERSON, PH.B., Chicago. Technical Expert, Bureau of the Census. (Machine Operation)
LUCILE G. MO, A.B., Minnesota; M.A., Columbia. Clerical Training Specialist, Office of Coordinator of Inter-American Affairs. (Typing)

- VERNA C. MOHAGEN, A.B., M.A., George Washington. Assistant Chief, Personnel Management Division, Soil Conservation Service. (Personnel Administration)
- MADALINE W. NICHOLS, A.B., Mt. Holyoke; M.A., Cornell; Ph.D., California. Formerly Information Specialist, Office of Foreign Agricultural Relations. (Language Aids)
- RUBERTA M. OLDS, Ph.B., Chicago; M.A., Columbia; student, University of Mexico. Chairman, Department of Spanish, American University. (Language Aids)
- ARTHUR S. PATRICK, B.E., State Teachers College, Whitewater, Wisconsin; M.A., Iowa. Assistant Professor of Business Administration, University of Maryland. (Shorthand)
- WILLIAM D. PATRICK, A.B., Indiana; B.C.S., Benjamin Franklin. Chief, Corporation Accounts, Office of Coordinator of Inter-American Affairs. (Fiscal Procedures)
- HESTER BEALL PROVENSEN, LL.B., George Washington. Assistant Professor of Speech, University of Maryland. (Language Aids)
- ELBRIDGE C. PURDY. Assistant Chief of the Photographic Section, Office of Information, Department of Agriculture. (Machine Operation)
- OLIVIA RUSSELL, A.B., Barnard; M.A., Columbia; graduate study toward Ph.D., in Romance Languages, Columbia. Teacher of Spanish, Woodrow Wilson High School, District of Columbia. (Language Aids)
- GEORGE M. SAHAROV, A.B., California at Los Angeles; graduate study, California, American and Harvard; graduate of Classical Gymnasium, Tula, Russia; student, Imperial University, Moscow, Russia. Principal Analyst, Civil Aeronautics Board. (Language Aids)
- MANUEL DE J. SAINZ, B.S., Matanzas (Cuba); Doctor of Civil Law and Doctor of Public Law, Havana. Director, Latin American Institute. Formerly Chancellor of Cuban Embassy. (Language Aids)
- ROBERT J. SCHUBACH, M.B.A., Chicago. Coordinator of Field Services, Business Services Division, Office of Price Administration. (General Administration)
- ALEXANDER L. SHANDS, B.S., College of City of New York. Assistant Meteorologist, Hydro-meteorological Section, Weather Bureau. (Meteorology)
- JOSEPH STEINBERG, B.S., College of City of New York. Assistant Statistician, Bureau of Research and Statistics, Social Security Board. (Statistics)
- BENJAMIN J. TEPPING, A.B., M.A., Ph.D., Ohio State. Statistician, Bureau of the Census. (Statistics)
- PHILLIP T. THORSON, A.B., Minnesota; M.A., American. Acting Budget and Planning Officer, Foreign Funds Control, Treasury Department. (General Administration)
- EDWARD N. TISDALE, B.S., Massachusetts State; M.Ed., Harvard. Principal Administrative Officer, Office of Price Administration. (Personnel Administration)
- I-MIEN TSIANG, A.B., Ohio; Ph.D., Johns Hopkins. Assistant Economic Analyst, Board of Economic Warfare. (Language Aids)
- JAY B. WESTCOTT, M.A., Michigan; Ph.D., Harvard. Senior Administrative Officer, Organization and Procedure Division, Food Distribution Administration, Department of Agriculture. (General Administration)
- G. LLOYD WILSON, A.B., Swarthmore; M.A., Ph.D., Pennsylvania. Director, Division of Rates, Office of Defense Transportation, and Professor of Transportation and Public Utilities and Director of the Bureau of Public Affairs, University of Pennsylvania. (Transportation and Traffic)

Please add my name to your mailing list to receive the bulletin describing courses to be offered in the fall semester, 1943.

Name

Street

City

